

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON**
FORT SAM HOUSTON, TEXAS 78234-5014



BULLETIN

THIS PUBLICATION IS VALID FOR 90 DAYS
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



BULLETIN 9

03 Mar 05

Section I. OFFICIAL

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

CASUALTY NOTIFICATION:

1 Feb 05 to 31 Mar 05—AMEDDCS

SPECIAL INSTRUCTIONS: Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER: The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (MCCS-BEO/1-9276)

4. AUTOMATED OUT-PROCESSING SYSTEM: The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Processing Branch at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (MCCS-BHR-MI/5-8809)

ARMY COMMUNITY OF EXCELLENCE-----MAKE IT A WAY OF LIFE

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5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT: All commanders and supervisors are required by DOD 5500.7-R Joint Ethics Regulation (JER) to review the job duties of each employee (military or civilian) newly assigned or detailed to a **"covered position"** and promptly report the name of the employee to the Ethics Counselor, Office of the Staff Judge Advocate, AMEDDC&S & FSH, ATTN: MCCS-BJA-AL. That employee is required to file a New Entrant Confidential Financial Disclosure Report (OGE Form 450) within thirty days of assuming his or her position. An employee occupies a **"covered position"** when the official responsibilities of the employee require them to participate personally and substantially through decision or exercise of significant judgment in taking official action for contracting or procurement; administering or monitoring grants, subsidies, licenses or other Federally conferred financial or operational benefits; regulating or auditing any non-federal entity; or other activities in which the final decision or action may have a direct and substantial economic impact on the interests of any non-Federal entity. An employee is also required to file an OGE Form 450 when the commander/supervisor determines that the duties and responsibilities of the position require the employee to file such a report to avoid an actual or apparent conflict of interests and to carry out the purpose of any statute, Executive Order, or regulation applicable to or administered by that reporting individual. On notification, the Ethics Counselor will contact the employee and assist him/her in obtaining, completing, and filing the OGE 450. The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-AL/1-2373/0485)

6. UNAUTHORIZED USE/TRESPASSING IN BLDGS 1000, 2371, AND 2372: In June 2001, Fort Sam Houston entered into a 50-year lease with a private developer, Orion Partners, Inc. for the renovation and reuse of the old Brooke Army Medical Center (BAMC), Bldg 1000, and the south and north wings of the Beach Pavilion Complex, Bldgs 2371 and 2372. These facilities are under the sole care of Orion Partners, Inc. and as such, **entry into these facilities or use of the adjacent parking areas is prohibited.** Questions concerning these facilities may be addressed to the USAG Business Development Office, 1-2761. (MCCS-BBD/1-2761)

7. LEVEL 1 SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY (SAEDA) TRAINING: IAW Army Regulation 380-5, Department of the Army Information Security Program and Army Regulation 381-12, SAEDA, all Department of the Army (DA) personnel, military, and civilian, regardless of clearance and/or access level held will receive SAEDA training at least biennially. The new scheduled dates for the Level 1 SAEDA Training for the new year are listed as follows. Scheduled dates are subject to change due to availability of instructor or mission requirements. All training will last approximately 2.5 hours. Training will be held in Blesse Auditorium (building 2841). The purpose of publishing this schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the SAEDA Sessions. The Army Medical Department Center and School Security Office will be offering this training on the following dates:

04 May 05	0900-1000	Blesse Auditorium
13 Jul 05	0900-1000	Blesse Auditorium
28 Sep 05	0900-1000	Blesse Auditorium

The POC for this information is Mr. Lewis, 1-8200/8199. (MCCS-GSO/1-8200/8199)

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8. CLAIMS AGAINST DECEASED PERSONNEL: For individuals with claims against or who are indebted to the late SFC Bostic, Donald D. Jr., HHC, Brook Army Medical Center, Fort Sam Houston, please contact CPT Jaklitsch, Ray at 210-916-3532 during normal duty hours, or e-mail at Raymond.JaklitschJR@amedd.army.mil.

9. CLAIMS AGAINST DECEASED PERSONNEL: For individuals with claims against or who are indebted to the late SSG Gresham, Daniel G. 797th ORD (EOD), Fort Sam Houston, please contact 1LT Loomis, Ryan at 210-295-8847 during normal duty hours, or email at ryan.loomis@samhouston.army.mil.

10. ETHICS TRAINING: The Secretary of the Army has directed all Soldiers and Army civilian employees attend one ethics training session annually. The Ethics Training Schedule for 2005 is set forth below. No reservations are required. Questions may be directed to the Administrative and Civil Law Division, Office of the Staff Judge Advocate, AMEDDC&S and FSH, at 221-2373/0485. This office will maintain sign-in rosters for commanders and supervisors to verify attendance of their employees. You can access the sign-in rosters by opening the Adobe Acrobat Reader and opening the SJA Ethics Roster on the G drive.

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Day</u>	<u>Location</u>
23 March	0900 hrs	1000 hrs	Wednesday	Blesse Auditorium, Bldg. 2841
4 April	0900 hrs	1000 hrs	Monday	Evans Auditorium
27 April	0900 hrs	1000 hrs	Wednesday	Blesse Auditorium
6 May	0900 hrs	1000 hrs	Friday	Evans Auditorium
19 May	0900 hrs	1000 hrs	Thursday	Blesse Auditorium
1 June	0900 hrs	1000 hrs	Wednesday	Evans Auditorium
21 June	0900 hrs	1000 hrs	Tuesday	Blesse Auditorium
7 July	0900 hrs	1000 hrs	Thursday	Evans Auditorium
29 July	0900 hrs	1000 hrs	Friday	Blesse Auditorium
5 August	0900 hrs	1000 hrs	Friday	Evans Auditorium
31 August	0900 hrs	1000 hrs	Wednesday	Blesse Auditorium
8 September	0900 hrs	1000 hrs	Thursday	Evans Auditorium
21 September	1400 hrs	1500 hrs	Wednesday	Evans Auditorium
3 October	0900 hrs	1000 hrs	Monday	Evans Auditorium
17 October	1400 hrs	1500 hrs	Monday	Evans Auditorium
1 November	0900 hrs	1000 hrs	Tuesday	Evans Auditorium
18 November	1400 hrs	1500 hrs	Friday	Evans Auditorium
1 December	0900 hrs	1000 hrs	Thursday	Evans Auditorium

11. ARMY EMERGENCY RELIEF (AER): The Annual Army Emergency Relief Fund Campaign will be conducted at Fort Sam Houston 1 April through 1 May 2005. The "Kick Off" meeting for all project officers will be held on 14 March 2005, at 1000 hours, in the Road Runner Community Center, Bldg 2797. For more information, call 221-1612. The POC for this information is Stephanie Fluellen, 1-1612.

12. FORT SAM HOUSTON NEWCOMERS' EXTRAVAGANZA: MANDATORY

Newcomers' Extravaganza for all permanent party in-processing soldiers, LTC and below, within 60 days of their arrival. The next Newcomers' Extravaganza is scheduled at 0900 on 29 March 2005 at the Roadrunner Community Center. Everyone--soldiers, civilians, and family members--will have an opportunity to learn about Fort Sam Houston and San Antonio and participate in drawings, registrations, and social activities. This Extravaganza is the official "Newcomers' Orientation" for Fort Sam Houston. Commanders and supervisors are encouraged to allow soldiers and civilian employees administrative time to attend. Children are welcome at the Extravaganza.

For additional information, call the Army Community Service Relocation Program at 221-2705/2418.

13. TRAILS AND TALES TOUR: One of the fastest ways to become familiar with Fort Sam Houston is to participate in the "Trails and Tales Tour of Fort Sam Houston." Sponsored by Army Community Service Relocation Assistance Program. Experience ghosts to high tech as you drive by and visit sites of our historic post. Tour includes lunch at the Dining Facility #1. Cost for lunch is \$3.00 (bring your civilian or military ID card). The next tour is scheduled for 31 Mar 05, 0900-1200 (lunch is optional, 1200-1300), beginning at the Roadrunner Community Center, Bldg 2797, Stanley Road.

**You can register at the ACS table during Newcomers' Extravaganza on 29 Mar 05 or call 221-2418.

14. ANTITERRORISM AWARENESS: Planning to travel outside the continental U.S.? Whether traveling for business or pleasure, be sure to check out these websites for a variety of useful up-to-date travel and health information. Here's just some of the information available.

State Department: <http://www.travel.state.gov>

- Travel Warnings
- Public Announcements
- Consular Information Sheets for All Countries (Entry Requirements, Safety/Security, Crime and More)

Centers for Disease Control: <http://www.cdc.gov/travel>

- Health Information by Destination
- Outbreaks of Concern to International Travelers
- Required Immunization and Vaccinations
- Health Information by Destination
- Cruise Ship and Air Travel Health Information
- Safe Food & Water

POC is Terri Stover, FSH Antiterrorism Office, 295-0535

15. THE RELOCATION ASSISTANCE PROGRAM: The Relocation Assistance Program is conducting an Overseas Orientation on 16 Mar 05, at the Roadrunner Community Center at 10:00 a.m. and 17:00 p.m. The orientations are targeted according to destination such as Korea, Germany, Japan, Italy, etc. The orientation will include: entitlements, reimbursements, household goods shipments, employment, education, non-command sponsor tours and reunion tours, etc. Overseas video tapes are shown.

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For reservation call Army Community Service at 12418.

Section II. UNOFFICIAL

16. FOR SALE: Rattan 3 piece sofa and matching chair, upholstered in stripe with one green rose and beige colors, also comes with pillows. Asking price is \$400.00. Call COL/Mrs. Woolridge at 826-3830.

**FOR THE COMMANDER:
HQ AMEDDC&S & FSH
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FT SAM HOUSTON, TX**

**OFFICIAL:
JOHN J. SEBASTYN
LTC, AG
Adjutant General**

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